

---

# GERTRUDE

## Position Description

<b>Position Title</b>	Gallery & Engagement Coordinator
<b>Position Type</b>	Part-time (.8 FTE), fixed term to 31 December 2026, with the possibility of extension by mutual agreement pending funding availability
<b>Remuneration</b>	The salary is \$66k per year pro rata to .8 FTE plus statutory superannuation
<b>Reporting Structure</b>	Reporting to: Executive Director with support from the Gallery & Education Manager Direct reports: None
<b>Key Relationships</b>	Internal: Staff, Studio Artists, Board, Exhibiting Artists and Volunteers External: Gertrude Supporters and Patrons; program partners; public audiences; and the arts community more broadly
<b>Location</b>	The position is located at Gertrude Contemporary at 21-31 High Street, Preston South, (primary) and 44 Glasshouse Road, Collingwood (secondary)
<b>Hours</b>	Normal working days are Wednesday – Saturday, 9.30am-5.30pm. Regular Saturday availability is essential and attendance at events outside of these hours will also be required.

## Position Purpose

The Gallery & Engagement Coordinator is critical in Gertrude's operations and ensures sustainability by supporting events and activities alongside ongoing audience and stakeholder development.

This role works closely with the Gallery & Education Manager to support the delivery of Gertrude's external communications, maintain lists and databases, ensure the smooth operation of Gertrude's office, and be a key front-of-house contact for audiences.

This role will also assist the Directors with annual fundraising activities, special projects and help foster long-term relationships with philanthropic, foundational, and corporate stakeholders through targeted advocacy and engagement.

## Key Responsibilities

<b>Audience &amp; Supporter Engagement</b>	<ul style="list-style-type: none"><li>• Support the delivery of events and programs that enhance audience experience of Gertrude</li><li>• Deepen and strengthen relationships with existing Gertrude stakeholders and supporters</li><li>• Identify potential new supporters and assist in the creation of connection points with the organisation</li><li>• Support the delivery of Gertrude's fundraising activities including annual appeals, supporter renewals, the Gertrude Edition sales, and supporter events and initiatives</li><li>• Assist the Directors to research, plan, prepare and deliver targeted, sponsorship and funding proposals for presentation to prospective partners</li><li>• Research and propose new relationships with corporate supporters and commercial partners</li><li>• Support the delivery and reporting requirements for partnerships and grant agreements as required</li></ul>
<b>Communications</b>	<ul style="list-style-type: none"><li>• Work with the Gallery &amp; Education Manager to prepare all required communications and collateral for Gertrude's programs including compilation of material, copy editing and scheduling.</li><li>• Implement the communications plan including:<ul style="list-style-type: none"><li>○ Maintaining Gertrude's website</li><li>○ Update and monitor Gertrude's social media accounts</li><li>○ Draft and schedule EDMs</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date information regarding stakeholder and supporter contact details and engagement in the customer relationship management (CRM) system.</li> <li>• Assist in maintaining an up-to-date list of relevant local, national and international media; and respond to media requests as directed</li> <li>• Support marketing and external advertising of select events/ programs</li> </ul>
<b>Operations &amp; Administration</b>	<ul style="list-style-type: none"> <li>• Assist with front of house instructions, facilities and exhibition care during opening hours as needed</li> <li>• Support the smooth running of the office – including upkeep of physical and digital file systems</li> <li>• Contribute to the preparation of grant applications, reporting and acquittals</li> <li>• Support volunteers and interns through onboarding and supervision as needed</li> <li>• Coordinate the bar/catering/front of house for exhibition openings, patron and public program events at both venues – with the Gallery &amp; Education Manager</li> <li>• Suggest and implement new administrative processes as required</li> </ul>
<b>Statutory &amp; Additional</b>	<ul style="list-style-type: none"> <li>• Australian citizenship or right to work in Australia</li> <li>• Victorian Responsible Service of Alcohol (RSA)</li> <li>• Unrestricted Driver License</li> <li>• Victorian Working with Children Check</li> <li>• Flexibility to work outside of normal work hours as required for Gertrude to meet its operational requirements</li> </ul>

Note: The incumbent can expect to be allocated duties not explicitly mentioned in this document but within the capacity, qualifications and experience expected from persons occupying a position of this level.

### **Selection Criteria**

#### **Required**

- A relevant tertiary qualification and experience in a gallery or museum environment
- Demonstrated experience implementing organisational communications, including monitoring social media channels
- High level of computer literacy across a range of programs, including Microsoft Office, Google Suite, Mailchimp, Monday, Later (or an equivalent social media scheduling platform) and Adobe Creative Suite applications in a Mac environment
- Experience managing and maintaining a customer relationship management (CRM) database
- Experience writing fundraising proposals, grant applications and acquittals
- Ability to speak publicly about the organisation – its history, vision and activities - to diverse audiences and stakeholders
- Knowledge of and interest in contemporary visual art
- Comply with the statutory requirements for the role, or the ability to obtain relevant qualifications on commencement

#### **Desirable**

- Experience in arts fundraising and stewarding supporter relationships
- Interest in and the ability to deliver education and public programs
- Knowledge of office systems and exhibition equipment upkeep, including file server administration and the operation of audio-visual equipment in a gallery environment, with the ability to troubleshoot